

## **EDITED KSA LISTING**

### **CLASS: CORRECTIONAL LIEUTENANT**

*NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1.</b>	Comprehensive knowledge of the principles, practices, and problems of correctional administration including inmate classification, discipline, Departmental Use of Force policy, correctional business management, etc., of a large organization to effectively provide public safety in a fiscally sound manner and meet the mission of the Department of Corrections and Rehabilitation.
<b>K2.</b>	Comprehensive knowledge of the principles and practices of personnel management and supervision to effectively direct and manage an area of responsibility and meet the mission of the Department of Corrections and Rehabilitation.
<b>K3.</b>	Comprehensive knowledge of methods of discipline, and the attitudes, problems, and behavior of persons under restraint in order to effectively manage and maintain the orderly operation of the facility and the safety of staff, inmates and public.
<b>K4.</b>	Working knowledge of a firearm(s) as it applies to its safe operation and manipulation for staff/public safety.
<b>K5.</b>	Comprehensive knowledge of job requirements and work performed by inmates in facilities/camps to comply with departmental/legal mandates, to maintain the orderly operation of the facility and the safety of staff, inmates and public.
<b>K6.</b>	Comprehensive knowledge of facility/camp sanitation, and health and safety standards to maintain the orderly operation of the facility/camp and the health and safety of staff, inmates and public.
<b>K7.</b>	Extensive knowledge of principles and methods of training to determine training needs, evaluate training results, to ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the Department of Corrections and Rehabilitation.
<b>K8.</b>	Comprehensive knowledge of purposes, activities, regulations, and functions of the California Department of Corrections and Rehabilitation to effectively provide public safety and comply with Federal and State laws.
<b>K9.</b>	Basic knowledge of purposes, activities, regulations, and functions of term-setting authorities (e.g. Board of Parole Hearings, etc.) to effectively provide public safety and comply with Federal and State laws.
<b>K10.</b>	Basic knowledge of interviewing and investigative techniques to effectively obtain information from staff, inmates, the public, outside agencies, etc.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
<b>K11.</b>	Extensive knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
<b>K12.</b>	Basic knowledge of computer usage (e.g. software programs, etc.) to maintain accurate records, communicate effectively, contribute to the department's needs, etc.

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#	Knowledge, Skill, Ability
	<b>Skill to:</b>
<b>S1.</b>	Skill to plan, organize, conduct, and evaluate training to ensure a qualified workforce, provide opportunity for upward mobility and meet the overall mission of the Department of Corrections and Rehabilitation.
<b>S2.</b>	Skill to establish and maintain confident and cooperative relationships with departmental employees, the public and others to meet the mission of the Department of Corrections and Rehabilitation.
<b>S3.</b>	Skill to plan, assign, and direct the work of others to effectively supervise an area of responsibility.
<b>S4.</b>	Skill to enforce institutional rules and regulations with firmness, tact, and impartiality to ensure consistency and compliance.
<b>S5.</b>	Skill to promote socially acceptable attitudes and behavior among inmates to maintain the orderly operation of the facility and the safety of staff, inmates and public.
<b>S6.</b>	Skill to analyze situations accurately in order to determine and implement effective and appropriate courses of action.
<b>S7.</b>	Skill to communicate effectively in order to exchange and/or provide information and/or direction to staff and others.
<b>S8.</b>	Skill in preparing reports to provide information and/or documentation.
<b>S9.</b>	Skill in record keeping to provide historical data.
<b>S10.</b>	Skill to effectively contribute to the department's EEO objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
<b>S11.</b>	Skill to use and operate computerized equipment to create documents, query, input, retrieve and update data base information, etc. to monitor, track and supervise staff/inmate assignments, etc.
<b>S12.</b>	Skill to utilize departmental weapons and authorized chemical agents in a safe and proficient manner to comply with departmental qualifications to ensure staff, inmate and public safety.